

From: Dean and Vice Provost Robin L. Garrell

Sent: Thursday, January 31, 2019 12:00 PM

Subject: Requests for Exceptions to the 12-Quarter Limit on ASE Teaching Appointments



Graduate Division

Deans and Department Chairs

Deans, please forward this to your IDP Chairs.

Dear Colleagues,

At its meeting on January 11, 2019, the Graduate Council of the UCLA Academic Senate revised the campus policy for approving exceptions to the 12-quarter limit on all academic student employee (ASE) teaching appointments, including teaching assistants, associates and fellows; readers and special readers, and tutors.

Under APM 410 and 420, exceptions can be approved for ASE appointments beyond 12 but for no more than 18 quarters. Effective July 1, 2019 students who have formally advanced to doctoral candidacy, who are in good academic standing, and within normative published PhD time to degree may be employed from the 13th quarter through the 15th quarter with written approval from the student's home academic Chair or Vice Chair. *Approval by the Graduate Division will no longer be required*, but in case of an audit, the department must provide a copy of the written approval by the home academic department at the time the appointment was made.

The Graduate Council emphasizes that academic apprentice titles are designed to support and enhance graduate students' degree progress. Each request for an exception is to be considered based on the individual merits of the student.

Graduate Division approval will still be required for all ASE teaching appointments beyond 15 quarters, and approval must be obtained prior to the start of the appointment term. The department or program requesting the exception should provide the following:

- A. Information that the student is in good academic standing and is making satisfactory progress toward completing the degree. Exception requests for students who are likely to exceed the published maximum time to degree will not be approved.
- B. A statement from the student and the department regarding how further appointment to an apprentice teaching title will benefit the training and further the education of the student.
- C. The student's projected curricular program from the time of the exception request through completion of the degree.
- D. Explicit assurance that further appointment to an apprentice teaching title will not lengthen the student's time to degree.

For more information about this policy update, please contact Ana Lebon, Assistant Dean for Fellowships and Financial Services in the Graduate Division, at alebon@grad.ucla.edu or x6-4309.

With best regards,

Robin L. Garrell

Vice Provost for Graduate Education
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